



RECEPTIONIST

Engineering & General Services Division

Recruitment # 2006-12-6807

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Office Assistant 2
Type of Position:	This is a nonpermanent, full-time position expected to last one year.
Monthly Salary Range:	\$1,915 – \$2,415 monthly salary range
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	December 29, 2006
Closing Date:	January 12, 2007
Location:	Olympia, WA

JOB PROFILE

This position is the main receptionist for the Engineering & General Services and Information Technology Divisions and provides clerical support to the Engineering Division's sections. Duties include:

- Main receptionist for the Engineering and Information Technology Divisions: Process mail, copy, fax, file, schedule meeting rooms, type correspondence and labels, distribute visitor parking permits, visitor badges, and check-in coordinator for evacuations.
- Responsible for purchasing, receiving, and distributing office supplies for the Division.
- Division security contact for computers and telecommunications, process requests for scan and simon, purchase cell phones and/or pagers.
- Division safety representative.

REQUIRED POSITION QUALIFICATIONS

- PC skills: MS Word
- Knowledgeable about the use of standard office machines.
- Excellent customer service/telephone/e-mail skills.
- Ability to multi-task with many interruptions.
- Good work ethics
- High School graduation or equivalent.

DESIRED POSITION QUALIFICATIONS

- Working knowledge of the Internet, Excel and PowerPoint.
- Ability to take meeting minutes/notes.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.
- Work is performed in an office setting.
- Schedule is 8 am to 4:30 pm, with 30 minutes for lunch.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing your qualifications as they relate to the position.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

OR other method

Electronic method preferred

dnrrecruiting@wadnr.gov

Roberta Searles
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate Receptionist, Recruitment #2006-12-6807 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Jan Bill at (360) 902-1143 or e-mail us at DNRrecruiting@wadnr.gov.

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